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Job Description

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Before proceeding, please print the job description for reference when completing an online application for this position. For example, you will need to refer to the Ranking Factors when responding to your competencies on the application.

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Job Title: Correctional Institution Admin

Location: 1000 MT OLIVET RD NE

Reference: 1580

Pay Plan, Series & Grade: MS-006-14

General Job Information

Salary Range: \$75,730 - \$98,198

Closing Date: Open Until Filled

First Screening Date: July 29, 2005

Tour of Duty: Flexible hours

Area of Consideration: Open to the General Public

Promotion Potential: None

Number of Vacancies: One (1)

Agency: Department of Youth Rehabilitation Services

Duration of Appointment: Management Supervisory Service 'At Will'

Collective Bargaining Unit (Non-Union): This position is not in a collective bargaining unit.

Opening date: July 14, 2005

Duties

Brief Description of Duties: This position is located in the Department of Youth Rehabilitation Services (DYRS). The mission of the Department of Youth Rehabilitation Services is to improve public safety and give court-ordered youth the opportunity to become productive citizens by building on the strengths of youth and their families in the least restrictive, most homelike environment. DYRS provides a continuum of services to detained and adjudicated youth, placed in secure custody. The Oak Hill Youth Center and Youth Services Center are responsible for providing 24-hour, 7-day-a-week custody, supervision, care

and treatment for these youth. The incumbent serves as superintendent and administers secure facilities for youthful offenders and/or those charged with offenses and participates in the development of programs, which are designed to address public safety and rehabilitate delinquent youth. Assess facility needs, establishes programs, coordinates activities, evaluates the results and directs corrective measures.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Qualifications

Time-in-Grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factor #1: Mastery knowledge of applicable Federal and District laws and best practices for providing safe, temporary care and custody for youth in secure and detained facilities.

Ranking Factors

Ranking Factor #2: Demonstrated ability to utilize best practice standards in developing effective measures in providing appropriate services and diverse programs that identify both strengths and needs of youth and accentuate the strengths.

Ranking Factor #3: Ability to monitor and ensure implementation and compliance with all aspects of a consent decree and related orders as they relate to detained/committed youth.

Ranking Factor #4: Ability to communicate effectively both orally and in writing with a diverse audience, to include public and community officials, parents, and staff.

Other Significant Factors: Due to the nature of the responsibilities of this position, the incumbent is subject to call 7 days-a-week, 24 hours-a-day.

Conditions of Employment

Other Significant Factors (At-Will): At-will employment applies to the Management Supervisory Service (MSS). All positions and appointments in the MSS serve at the pleasure of the appointing authority and may be terminated at any time with or without cause.

Priority Consideration

Displaced Employee Priority Placement: Eligibles for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

Residency Requirement

Residency Preference Amendment Act of 1998: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service, or for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia **AT THE TIME OF APPLICATION**, may claim a hiring preference over a non-resident applicant. To be granted preference, an applicant must: (1) be qualified for the position; and (2) claim preference at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

Veterans Preference: Applicants claiming veterans preference must submit official proof at the time of application.

Information to Applicants

Salary Reduction of Reemployed Annuitants: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under the District Government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the

period of employment.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Other Information: A Master's Degree is desired.

"Where to Apply (Reeves Center): D.C. Office of Personnel, Reeves Center Personnel Office, 2000 - 14th Street, N.W., Fourth Floor, Washington, D.C. 20009 "

How to Apply

Contact Information: Lurendy W. Armstrong
Human Resources
Specialist
(202) 671-1311

Job Offers: Official Job Offers are made by the D.C. Office of Personnel Only.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

Closing Statement

Closing Statement: Applicants will only be notified if an interview is granted.

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